Fermilab

Project Close-Out Report

"Fermilab Directorate web redo"

Version 1.0

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DocDB # 5768

PREPARED BY:

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CONCURRENCES:

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Project Close-out Report Revision Log

Revision	Description	Effective Date

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1. Project Abstract

The main purpose of this Project was to restructure the information formerly hosted in the Fermilab directorate website in a manner that:

- Is designed to better communicate to the ultimate audiences the mission and activities of the various Offices in the Fermilab directorate.
- Is architectured to address the needs of different audiences. For instance, internal and external.
- Allows easy publishing and updating of more quality content, without placing a high skill barrier.
- Complies with the Lab security requirements.
- Is manageable: easy to administer and maintain.

2. Project Documentation

Official documents of the project are stored in SharePoint at https://fermipoint.fnal.gov/organization/ocoo/ocom/webmod/dirweb/, and in Computing DocDB #5768.

3. Supporting Documentation

The new web areas are maintained by several people within the directorate, and there is online documentation within the Fermilab WordPress SaaS to help them. Instructions with screenshots have been provided for performing routine tasks.

4. Reason for Closing the Project

All objectives have been accomplished.

5. Project Deliverables

All deliverables listed in the charter have been completed:

- New websites for the Fermilab directorate Offices
- New pages for the Fermilab leadership and organization
- Legacy content inventory, audit and analysis
- New and responsive visual design
- Creation/implementation of a template
- Handling (migration/archival/deletion) of the legacy content
- Availability of archiving tool or system
- Acceptance of the appropriate security documents

Some amount of new web content was created during the course of the project, such as pages for lab committees and leaders. The Director's Office has signed off on these new pages. The Archivist and Records Administrator have signed off on their parts of the project.

6. Project Schedule

Execution of the project began in March, 2015 and was intended to last one year. In actuality, it took 17 months.

7. Project Team

Rob Roser and Tim Meyer were co-sponsors. Maura Barone was the project leader and Matt Crawford the project manager. Leah Hesla provided most of the new content and edits to the existing content. Kathryn Duerr moved some information from the old web site to lab record storage, and Valerie Higgins created archives. Summer student Mark Dykstra contributed to the development and implementation of the new visual design.

8. Budget and Financial Information

This project had no assigned budget. Time spent on the project was charged to a "Web Modernization" activity which was also used for other work.

9. Outstanding Risks

Any web site, especially a public one, carries risks of defacement or other attacks. Hosting on the Fermilab central web facilities as we have done keeps that risk to the minimum level consistent with presenting the required information to the audience.

10. Operations and Support

The platform for some of the new web site is the WordPress SaaS, supported by the Enterprise Services Operations (ESO) department of the Core Computing Division. Other websites are hosted in SharePoint, also used as document management system, supported by the Information Resources (IR) department. Some documents, mostly meeting materials, are hosted in Indico, supported by IR. The new leadership and organization pages are hosted on Apache servers supported by ESO. Various people in the directorate maintain the content, with second-line support from the Office of Communication.

11. Next Steps

- Train people from the Office of the Director on how to edit the leadership and organization pages with a tool such as Dreamweaver, while awaiting for the "About" Fermilab section being migrated to WordPress.
- Move the "about" section to WordPress. (As of October, 2016, this has begun.)
- Transition away from the "Director's Policy Manual" website as the laboratory policies are reorganized.

12. Lessons Learned

See "*Fermilab Directorate web redo – Lessons Learned*" in CD DocDB #5768 for lessons learned.